



Foreign Affairs Manual

14 FAM – Logistics Management

Change Transmittal: LOG-118

Date: February 16, 2012

14 FAM 730

OFFICIAL MAIL AND CORRESPONDENCE

Changes

1. This Change Transmittal issues the following revisions to subchapter 14 FAM 730:
 - **14 FAM 732.3, Transportation of Official Mail:** The sending agency or bureau is responsible for customs duties and for items sent by express mail and by commercial transportation companies and the burden rests with the mailer to comply with the laws and standards governing domestic mail;
 - **14 FAM 734, Abuse of Mail and Messenger Facilities:** Personal use of official U.S. Government envelopes or use of official postage or funds for commercial transportation companies is prohibited, and persons violating this prohibition are subject to appropriate administrative or disciplinary action;
 - **14 FAM 736.2, Funding for Overseas Mail:** Posts can avoid extraneous charges by approaching local authorities and claiming unhindered delivery by citing the Vienna Convention on Diplomatic Relations, the Vienna Convention on Consular Relations, and any relevant bilateral agreements between the United States and the host-country government; and
 - **14 FAM 737.3, Mail Operation Center Manager:** The manager should be professionally certified in one of the following: USPS Executive Mail Center Manager Program, Mail Design Professional Program, or Certified Mail and Distribution Systems Manager. If not professionally certified, the manager should have qualifying experience in one of the following: USPS postal experience or military postal experience.

2. If this issuance changed less than half the words, we formatted the changed text in *dark magenta italic*. If this issuance changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
3. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
4. The office responsible for the material in this subchapter is the Office of Logistics Management's Diplomatic Pouch and Mail Division (A/LM/PMP/DPM). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 14 FAM 730 (CT:LOG-59; 05-06-2009) and insert revised subchapter 14 FAM 730 (CT:LOG-118; 02-16-2012).
2. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:LOG-118, and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.